



CODE ENFORCEMENT ADMINISTRATOR

Purpose:

To actively support and uphold the City's stated mission and values. To plan, organize and supervise the staff and operations within the Property Conservation program; to perform a variety of technical tasks relative to assigned area of responsibility; and to provide staff support to the Community Development Manager.

Supervision Received and Exercised:

Receives direction from the Community Development Manager or from other supervisory or management staff.

Exercises direct supervision over zoning inspection staff.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Organize, manage and evaluate the activities and staff of the Neighborhood Enhancement section. Select, train, motivate and evaluate personnel. Monitor employee performance objectives, provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Plan, develop and implement programs and strategies that provide direct services and preserve the quality and character of neighborhoods in the community.
- Manage the development of the code compliance and housing rehabilitation programs. Establish schedules and methods to increase compliance and improve housing stock and neighborhoods. Assign work activities and projects; develop and implement new programs.

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- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities for the City Council and Building Safety Director.
- Manage the work of employees engaged in the upgrading of substandard residential structures, including bid preparation and letting, contractor compliance and file maintenance.
- Provide information to assist the City Council, City Manager and Community Development Manager in making decisions regarding enhancement of neighborhoods.
- Manage the production of media releases, brochures, pamphlets, reports and other publications to develop and promote public awareness and a positive public image.
- Provide technical assistance and coordinate activities with other departments and outside agencies to promote compliance with city codes, ordinances and regulations.
- Develop and administer the section's budget; monitor and control expenditures.
- Assist staff with resolving complex compliance and rehabilitation issues and provide guidance and interpretation assistance to staff on program and policy issues.
- Coordinate rehabilitation impact strategies with compliance activities.
- Communicate with the City Council, citizen advisory boards, City officials, other City employees, contractors, and the general public in order to effectively explain, communicate and administer neighborhood enhancement policies, goals, objectives and provisions.
- Develop and implement policies and procedures.
- Conduct research and analyze data to more effectively implement division objectives and coordinate staff activities.
- Respond to and resolve difficult citizen inquiries and complaints.
- Represent the department on interdepartmental/interagency task forces.
- Meet with residents, neighborhood associations, interest groups, non-profit organizations, and business or industry representatives on policy and program issues.
- Make presentations at City Council meetings, public hearings, and other public forums.

Effective November 1988

Revised June 2001 (range adj)

Revised July 2002 (Title Changed)

Revised November 2005 (Duties & range adj)

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- Perform related duties as assigned.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of responsible zoning enforcement experience including one year of supervisory or lead responsibility.

Training:

Equivalent to the completion of the twelfth grade supplemented by course work in psychology, sociology, law enforcement, real estate, engineering or a related field.

Licenses/Certifications:

Possession of, or ability to obtain, an appropriate, valid Arizona driver's license.

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.

Job Code: 7040

FLSA: Exempt